

# HOW TO UPDATE YOUR INFORMATION

# Purpose

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- When an event occurs, you are required to report your current location and update emergency personal contact information to allow your supervisor to account accurately for you and your family members (when required).

This instruction will show you how to update your personal contact information in FEPAAS.

# “My Info” Tab

The screenshot displays the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface for the Defense Logistics Agency (DLA). The user is logged in, as indicated by the 'Logout' button in the top right. The navigation menu includes 'Home', 'My Info', 'Event', 'Reference', and 'Help'. The 'My Info' tab is active, showing a 'Fourth Estate Family Information Summary' page. A left-hand menu lists five options: 1. Summary, 2. Contact Information, 3. Family Member Info, 4. Event Information, and 5. Change Password. The main content area is divided into three sections: 'Contact Information', 'Family Information', and 'Event Information'. The 'Contact Information' section is currently selected and displays the following details for Employee **DOE, JOHN**:

- Home Address:** 123 Main St, San Diego, CA 92121
- Organization:** H2G2D – OFFICE OF THE DIRECTOR, DLA
- Phones:** Home: 111-111-1111, Work: 222-222-2222, DSN: [blank], \*Cell: 333-333-3333
- Email Addresses:** Email1: firstname.lastname@dla.mil, Email2: [blank]

The 'Family Information' section shows 'No Family Information' under the columns 'Name', 'Relationship', and 'Age'. The 'Event Information' section shows columns for 'Event Name' and 'Active Dates'. A footer note states '\*=Preferred Contact method'.

3 Panes:  
Contact  
Information,  
Family  
Information,  
and Event  
Information.

# “My Info” Tab

The screenshot displays the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface for the Defense Logistics Agency (DLA). The 'My Info' tab is selected in the navigation menu. A sidebar on the left lists navigation options: 1. Summary, 2. Contact Information (highlighted with a red box), 3. Family Member Info, 4. Event Information, and 5. Change Password. The main content area is divided into several sections:

- Displaced Location:** Shows 'No Displaced Location' with an 'Edit' button.
- Employee's Contact Info:** Includes fields for Home Address, Country (USA), Home, Work, Cell, Primary Email, and Secondary Email. It features a 'Verify Info as Current' button and an 'Edit' button.
- DEERS Home Address and Contact Info (as of 02-07-2011):** A yellow-highlighted section with similar contact fields and an 'Edit' button.
- Other POCs:** A section for adding other points of contact with an 'Add POC' button and an 'Edit' button for existing entries.

Red arrows point from a text box on the left to the 'Edit' buttons in the Displaced Location, Employee's Contact Info, DEERS Home Address, and Other POCs sections.

Click “Edit” on the Pane you would like to edit.

# “My Info” Tab

Manually input your FEPAAS contact information here.

Automatically copy your information pulled from DEERS.

The screenshot displays the FEPAAS user interface. At the top, the logo for FEPAAS (Fourth Estate Personnel Accountability and Assessment System) is shown, along with the Defense Logistics Agency (DLA) name and a 'Logout' button. A navigation bar includes 'Home', 'My Info', 'Event', 'Reference', and 'Help'. A sidebar on the left lists menu items: 1. Summary, 2. Contact Information, 3. Family Member Info, 4. Event Information, and 5. Change Password. The main content area is titled 'Edit Sponsor's Home Address and Contact Info' and includes a 'Help' icon. Below the title, it instructs the user to 'Update the FEPAAS Information or copy sections from DEERS.' The form is divided into two main sections: 'FEPAAS Information' and 'DEERS Information'. The 'FEPAAS Information' section includes fields for Name (Last, First, Middle), Physical address (Street1, Street2, City, State/Province, ZIP/Postal Code), Preferred contact method (Home, Work, Cell), and Email (Email 1, Email 2). The 'DEERS Information' section shows data pulled from DEERS, including Country, Street1, Street2, City, State/Province, ZIP/Postal Code, Home, Work, Email 1, and Email 2. Red arrows point from the text boxes to the 'FEPAAS Information' and 'DEERS Information' sections. At the bottom, there is a 'Time Saver' section with a checkbox and a table with columns 'Addr.', 'Phone', and 'Name'. 'Save' and 'Cancel' buttons are located at the bottom right.

# “My Info” Tab

The screenshot displays the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface for the Defense Logistics Agency (DLA). The page is titled "My Info" and features a navigation menu with options: Home, My Info, Event, Reference, and Help. A "Logout" button is located in the top right corner. On the left side, a vertical menu lists five options: 1. Summary, 2. Contact Information, 3. Family Member Info (highlighted with a red box), 4. Event Information, and 5. Change Password. The main content area is titled "Family Member Information" and includes a "Help" icon and a link to "Add Member". Below this, there is a form for a family member, identified as "(Spouse)". The form contains fields for Address, Home, Email1, Work, Email2, Cell, and Cell Carrier. A "Verify Info as Current" button is positioned above the "Edit" and "Remove" buttons. A red arrow points from the "Edit" button to a text box on the left. At the bottom of the form, there is a section for "DEERS Info".

Click “Edit” to update your family information.



# “My Info” Tab

Manually input FEPAAS information for family member here.

Automatically copy family member information, if contained in DEERS.

**FEPAAS** / **FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM**  
**DEFENSE LOGISTICS AGENCY (DLA)** Logout

Home **My Info** Event Reference Help

1. Summary  
2. Contact Information  
3. Family Member Info  
4. Event Information  
5. Change Password

**Edit Family Member** [Help](#)

Update the **FEPAAS Information** or copy sections from **DEERS**, then click **Save** at the bottom of this page.

Name: \*Last:  \*First:  Middle:  Family Member Type:

Special Needs (e.g., Elderly, Disabled) Exceptional Family Member Category:  [Help](#)

\*This data is pulled from DEERS periodically. To login to DEERS and update your info, click here.

**FEPAAS Information** (Last updated: )

Country:

Street1:

Street2:

City:

State/Province:

ZIP/Postal Code:

Home:

Work:

Cell:

Cell Carrier:

Email1:

Email2:

< Copy Addr

< Copy Phone

< Copy Email

**DEERS Information**

Country:

Street1:

Street2:

City:

State/Province:

ZIP/Postal Code:

Home:

Work:

Email1:

Email2:

\*This data is pulled from DEERS periodically. To login to DEERS and update your info, click here.

Time Saver: Would you also like to apply any of the above contact changes to these family members?

Addr.  Phone  Name

N/A

Save Cancel